



CITY COUNCIL AGENDA REPORT

MEETING DATE: Tuesday, October 28, 2025
TO: CITY COUNCIL
RECOMMENDED BY: CITY CLERK ORTIZ
APPROVED BY: TAMARA VIDES, CITY MANAGER
SUBJECT: APPROVAL OF EIGHTH AMENDMENT TO AGREEMENT WITH
DOCUSIGN, INC. FOR ELECTRONIC SIGNATURE SOLUTION SERVICES IN
AN AMOUNT NOT TO EXCEED \$47,567.52

RECOMMENDATION:

Staff recommends that the City Council approve a resolution approving the eighth amendment to the agreement with DocuSign, Inc. for electronic signature solution services, in an amount not to exceed \$47,567.52, extending the term for one year, and authorizing the City Manager to execute same.

BACKGROUND:

In March 2020, the COVID-19 pandemic impacted City operations across various departments due to County-wide shelter-in-place orders. To help ensure continuation of proper review and approval of City documents in a timely and safe manner, the City Clerk's office researched digital signature solution services and selected DocuSign, Inc., a widely accepted electronic signature software, as best fitting the City's needs. The City entered into an initial agreement with DocuSign, Inc. in an amount of \$12,420 for 20 eSignature Business Pro accounts for a one-year term, in accordance with the City's Purchasing Procedures for equipment and supplies of less than \$20,000 (WMC 3-5.200). Prior to this, all documents, including but not limited to contracts, contract amendments, agreements, bids, leases, resolutions, ordinances, and Notices of Completion addressed to the Santa Cruz County Recorder's office required physical signing of documents.

DISCUSSION:

The advantages of utilizing digital signatures became clear as the City continued to adapt to ongoing challenges resulting from the pandemic. After the original one-year term expired, the City renewed the agreement with DocuSign on an annual basis. With increases in subscription costs, the purchase of

additional user accounts, and added enhanced account features, the cumulative total for services will exceed \$100,000 in 2023, requiring Council approval for renewal of the annual subscription.

Costs per year to date are outlined in the table below.

Year	Amendment	Cost	Reason
2020	N/A	\$12,420.00	Original Agreement
2020	1	\$ 1,547.90	Additional Licenses
2021	2	\$16,301.25	Annual Renewal
2021	3	\$17,746.94 (\$25,116-\$7,369.06 credit)	Additional Features; prorated amount & credit of \$7,369.06 given for previous annual renewal
2022	4	\$ 4,985.80	Additional Licenses
2022	5	\$34,776.00	Annual Renewal
2023	6	\$35,644.25	Annual Renewal
2024	7	\$43,243.20	Annual Renewal
2025	8	\$47,567.52	Annual Renewal
		Total: \$214,232.86	

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DETERMINATION:

Entering into a contract with DocuSign is not subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code section 21065 and California Code of Regulations 15378 as it is not a “project” that may cause a direct, or reasonably foreseeable indirect, physical change in the environment and if a “project,” is exempt under the “common sense” exception (14 Cal. Code Regs. § 15061(b)(3)) because it can be seen with certainty that there is no possibility that this action may have a significant effect on the environment.

STRATEGIC PLAN:

Efficient and High Performing Government – Renewing the agreement with DocuSign, Inc. will allow for continued use of electronic signatures, which has enhanced efficiency of the City’s process for executing documents necessary for continuation of a wide range of its daily operations.

FINANCIAL IMPACT:

Total cost of the renewal is \$47,567.52, which will bring the cumulative total to \$214,232.86, to be paid out of account 160-7360.

ALTERNATIVE ACTION:

Council could elect not to approve renewal of the DocuSign, Inc. subscription, and instead revert to the traditional way of reviewing and signing documents in person.

ATTACHMENTS AND/OR REFERENCES (IF ANY):

None.